

# State of Nevada Public Works: Buildings and Grounds

Version Date: 09/18/2013

## **2013030 Identified Project Files**

Reviewed: 8/14/2013

Description: These records document maintenance and repair projects that are not covered under a CIP (Capitol Improvement Project) (See NRS 331.100 and 331.070 to 331.085). The records may include, but are not limited to: project identification, juried process documentation (to determine the budget to use or if it should go to a CIP), scope of work (including contractors documents, notice to proceed, etc.), project tracking documentation (including status checks, change orders, etc.), project review, budget documentation and post-closing review, all with related correspondence and supportive documentation.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

## **2013031 Identified Project Files: Asbestos Abatement**

Reviewed: 8/14/2013

Description: These records document asbestos abatement projects that are not covered under a CIP (Capitol Improvement Project) (See NRS 618.750 to 618.850 and NAC 618.850 to 618.970 as well as 29 CFR 1910.1001, 1910.1020 and 1910.1200). The records may include, but are not limited to: project identification, juried process documentation (to determine the budget to use or if it should go to a CIP), scope of work (including contractors documents, notice to proceed, etc.), project tracking documentation (including status checks, change orders, etc.), project review, exposure control documentation, budget documentation and post-closing review, all with related correspondence and supportive documentation.

Retention: Retain these records for a period of thirty (30) calendar years from the close of the project.

Disposition: Destroy Securely

## **2013032 Lease Assessment Files**

Reviewed: 8/14/2013

Description: These records document the annual assessment for administrative fees for the management of leases (see NRS 331.110). The files may include, but are not limited to: copies of budget and financial records, notices to state agencies, worksheets with related correspondence and supportive documentation.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

## **2013033 Space Requests: Denied**

Reviewed: 8/14/2013

Description: These records document the requests for lease space that was denied (see NRS 331.110). The files may include, but are not limited to: application, evaluation documentation, determination, appeals and final determination with related correspondence and supportive documentation.

Retention: Retain these records for a period of three (3) calendar years from the date of final determination.

Disposition: Destroy Securely

## **2013034 Work Order Files**

Reviewed: 8/14/2013

Description: These records document the routine and special requests for maintenance and/or services (See NRS 331.100 and 331.070 to 331.085). The files may include, but are not limited to: work order (request); contact information; building/structure details; funding information; tools, equipment and supplies used; billing documentation and; related correspondence and supportive documentation.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely